

OLIVE BRANCH SCHOOL PRESERVATION SOCIETY

Minutes of the meeting of January 13, 2014

Trustees present were William Berry, Cyndie Gerken, Susan Morgan, Jane Manemann, Peter Scarff, John Sipe, and Howard Stahl.

Mr. Berry called the meeting to order at 7:02 PM. A motion to approve the minutes of the October 14, 2013 meeting was made by Jane Manemann and seconded by Howard Stahl. Motion carried.

In the absence of Treasurer Pam Mustovich, a Treasurer's Report was prepared by Cyndie Gerken and showed a balance of \$ 5,065.79 as of 12/31/13. The report was reviewed by the Trustees and Cyndie noted that there needed to be a couple of clarifications of donations (from the Treasurer), but that the ending balance was correct. With no questions from the Trustees, Mr. Berry declared the report approved and ready to be filed for audit.

Chairman Berry reported that he had not received any further information about the status of our 501(c)3 renewal. He related that he had spoken with our attorney who felt that the delay was due to the IRS being in the political spotlight right now.

William Berry reported that Jan Hillman is still interested in helping us with fund seeking. He noted that she did take a job with Urbana University, but that she did not feel that helping us would create a conflict. A discussion followed on some presently needed repairs to the Olive Branch building, specifically the roof is leaking at the dome per Howard Stahl. Peter Scarff volunteered to check with the School Board on their plans to repair it. Mr. Berry also mentioned that the materials being stored outside the building were deteriorating and unsightly, and may discourage community interest in saving the building. Peter also offered to check with the Board on the possibility of moving those materials.

Under Old Business, Cyndie Gerken reported that we did receive a \$750 grant from the Della Selsor Trust. This was specified to be used for updating and distributing our OBSPS brochure. Mr. Berry mentioned that he had sent a thank you note to the Trust, and will send them a report in April. Cyndie commented that it would be nice to send them a copy of the revised brochure, and everyone agreed.

Under New Business, Cyndie Gerken reviewed the draft of the revised brochure, particularly the new "Levels of Giving," the removal of "membership" from the language of the brochure, and the direct link to the Society's web site rather than through a link to the OB page on the TLS web site. Mr. Berry mentioned that a cover letter will need to be developed to mail out with the new brochure. Some discussion took place about the idea of recognizing levels of giving. Suggestions such as names on a plaque in the building and/or offering donors a framed picture of the building were mentioned. It was also reiterated that giving could be done over a period of years, which is stated in the brochure.

OBSPS Minutes of the meeting (cont'd)

January 13, 2014

Under Miscellaneous Business, Mr. Berry mentioned he would like to arrange a meeting with the School Board to update them on our continued interest and concern for the Olive Branch building. Mr. Berry also mentioned his concern about not having our 501(c)3 renewal letter back from the IRS yet, and having brochures go out asking for tax deductible donations. It was noted in the discussion that the IRS cashed our renewal check, and that they have not indicated that we would not be renewed. By general consensus it was agreed to proceed with updating our brochure. Also it was mentioned that we need to be sure to send the annual renewal letters to previous members/donors this month. A discussion of the brochures followed. The group discussed how many revised brochures to print and mail out in relationship to the amount of money we received from the grant. Cyndie Gerken quoted some of the nonprofit standard mailing prices ranging from \$0.135 - \$0.170 per piece, depending on quantity. There is also a cost of \$200 to get the nonprofit mailing permit from the post office. Peter Scarff felt we should continue to build our email base to save the cost of mailing. John Sipe mentioned that he noted some possible punctuation errors in the brochure. The group decided to have an English teacher review the brochure for any grammatical or punctuation errors before it was printed. Howard Stahl made a motion to approve our brochure revisions (with any errors corrected), and Cyndie Gerken seconded. Motion carried. Mr. Berry stated he would work on the cover letter to go with the brochure. Susan Morgan made a motion to go ahead with getting the nonprofit mailing permit and Cyndie Gerken seconded. Motion carried. Cyndie volunteered to work on the paperwork needed to apply for the permit from the post office. Some discussion followed as to how many brochures should be printed; cost levels were quoted by Cyndie with less per brochure with the greater number printed. Jane Manemann made a motion to print 2500 brochures at a cost of \$299, and Howard Stahl seconded. In discussion we agreed that the printing and mailing costs would be covered by our grant, and we could then see what response we would get to help us decide the size of future printings. Motion carried.

Mr. Berry mentioned that he is still concerned about our situation/relationship as a Society trying to preserve a building owned by the School District and any conflicts that may arise. Following some discussion, Mr. Berry volunteered to check with Superintendent Brad Martin to see if the District's attorney could be consulted on this issue.

A motion for adjournment was made by Howard Stahl and seconded by Cyndie Gerken. Motion carried and the meeting was adjourned at 9:05PM.

Respectfully Submitted,
Susan Morgan, Secretary